



cLc Learning Platform User Guides

Guide to editing your Name Display

cLc v1.6 Software Release – April 08

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1 Objectives of this Guide

At the end of this 'Guide to editing Session Settings' you will be able to:

- Change the way your name is displayed in the cLc

2 User access rights required to use this guide

To use this cLc guide you will need to be an adult and have permissions to change your profile.

If you cannot view any of the above, or if you have any queries with regards to your access rights, please contact a cLc Manager. To learn about the different cLc user access rights levels, please refer to the '**Guide to cLc Access Levels**', or [Click here](#) to view online.

3 What is the Name Display?

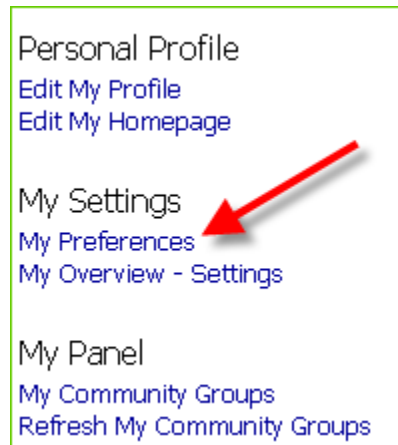
The name display is the screen name that you will be associated with on the cLc and forum posts etc.

4 How to? Guides

4.1 How do I change the way that my name is displayed?

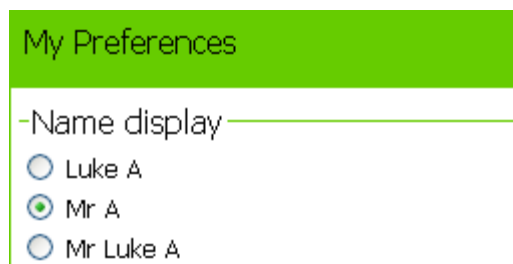
Please note that this editing option is only available to Adults.

1. Navigate to My Settings > My Preferences



2. Choose from the available names and press 'Update' once chosen.

Name display options are available up depending on your title, first name and surname, all which can be edited in 'Edit My Profile' e.g. If for example below you hadn't provided a title then the option 'Mr A' wouldn't be visible.



5 Additional Help & Support

Further help and support on how to set-up your cLc is available via:

- a. www.cLcSuccess.com – cLc knowledge hub
- b. cLc Help Component
- c. Contacting the UniServivity support team (*Nominated cLc Support Contacts Only*)

a. www.cLcSuccess.com :

cLc success is an online knowledge hub that provides UniServivity cLc users with the resources, content, user guides and best practice examples to enhance teaching and improve learning outcomes. It is also the gateway for schools around the world to join groundbreaking collaborative projects.

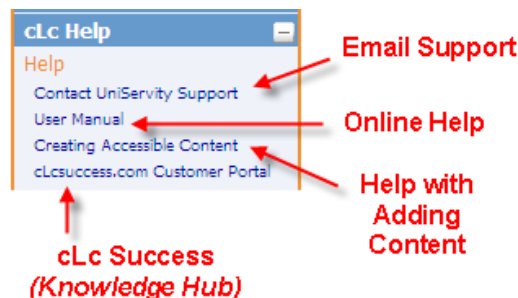
cLc Success is available to cLc Managers and cLc Group Owners only via:

- i) www.clcsuccess.com (*Please enter full username and password to access content*)

When logged into your cLc:

- ii) cLc Help component of the Control Panel (*see next page*)
- iii) My Panel, under the UniServivity drop down category

b. cLc Help Component:



All cLc users who have been granted permission to edit their cLc will have access to the cLc Help component at the bottom right hand side of the screen underneath their My Panel. This will contain some or all of the following options, depending on their access permission level:

1. **Email Support** - Nominated cLc support contacts will see a '**Contact UniServivity Support**' option within the cLc Help component. Selecting this option will display an online email form that can be completed and sent directly to the UniServivity support team.
(Please ask an existing cLc Manager to email a request to UniServivity if you want to create any new nominated cLc support contacts – for more information on Nominated cLc support contacts please [click here](#)).
2. **Online Help** – This option is available to all cLc users who have been granted permission to edit their cLc, and provides a link to the online cLc User Help Manual.
3. **Creating Accessible Content** – This option provides a link to cLc accessibility help pages, providing assistance on how to create content that is accessible to all internet users.
4. **www.cLcSuccess.com** – All cLc Managers and Group Owners will have access to a link to the cLc knowledge Hub customer portal.

(Please note: This also appears within their My Panel, under the UniServivity drop down category)

c. UniServity support team contact details:

- **UniServity Support Helpline:** 0845 6751151
- **Email:** Support@uniservity.com

***Please note:** These contact details are only available to Nominated cLc Support Contacts. In order to contact the UniServity support team you will need to quote your support password. For more information on how to set-up your support password please [click here](#)*

6 Feedback to this Guide

At UniServity we are always looking to continue to improve our cLc support. Please feel free to send us feedback on how useful you found this cLc guide, or if you think there are ways that it can be improved, by emailing support@uniservity.com and quoting the reference number at the bottom of the page.